

Finance Manager

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Company: ORYX

Location: Kuwait City

Category: other-general

JOB DESCRIPTION

BASIC INFORMATION ON THE ROLE

Position Name: Finance Manager

Job Code: Finance Manager

Department: Finance & Accounts

Reporting To: Managing Partner

Direct Reports: Finance & Accounts Team

SECTION I: JOB PURPOSE

To oversee the management of finance and accounts departments of the group companies as well as direct the preparation of financial reports.

SECTION II: KEY RESPONSIBILITIES

Core Responsibilities:

- Contributing to strategic planning and decision-making at the executive level to develop and implement a financial strategy.
- Managing the group's liquidity and cash needs astutely and efficiently.
- Overseeing all accounting functions and preparing reports in compliance with appropriate legal requirements.
- Supervising of the legal structuring and due diligence surrounding real estate acquisitions as

well as the negotiation of their financing.

- Overseeing the accounting operations of our foreign investment vehicles, their control systems, transaction-processing operations etc.
- Establishing and maintaining positive relationships with banks, Investment Analysts and other financial institutions.
- Contributing to the development of strategies to obtain optimal insurance coverage for the organization's assets and liabilities.
- Evaluating proposed business activities and transactions such as acquisitions, investments, capital expenditure, divestitures, mergers or sale of assets to ensure they are financially viable.
- Overseeing budgets, forecasts, cash flow, liquidity, projects, periodic financial statements and other management reports.
- Responsible for finalization of the group consolidated financials in line with GAAP, statutory audit, management of audit plan, coordination with auditors, quarter end and year end procedures, IFRS issues and group reporting forms.
- Financial analysis and due diligence of projects and investments as well as development of business plans for the financial year.
- Dealing with internal and external parties for local and international investments.
- Overseeing all tax and regulatory compliance for local and international entities.
- Timely communication of key financial information to Owners/BOD on a regular basis.
- Creating and applying policies and procedures to enhance operations and fiscal controls within the accounts and finance department.
- Any other task that may be assigned by the Board of Directors and/or the CEO as appropriate.

People Management:

- Monitoring the progress of the function and evaluate junior staff achievements.
- Contributing to staff development activities through team development, setting Key Performance Indicators and driving motivation.
- Participating in the feasibility/business development opportunities to ensure that the financials are sound, and the risks are addressed.

Self-Management:

- Maintaining the highest level of integrity in carrying out the job.
- Achieving the highest levels of proficiency in all skills required to perform the role.
- Ensuring that performance goals set by and agreed with management are achieved during the course of the year.
- Developing creative solutions and identifying alternatives relating to finance department management.

SECTION III: KNOWLEDGE, SKILLS & COMPETENCIES

Educational Qualifications:

- Master's degree in Accounting/Finance and relevant professional certification, preferably CA/CPA/ CFA/ACCA.

Behavioral Competencies:

- High level of care, reliability, and a solid reputation.
- Excellent communication skills.
- Excellent time management skills and a flexible approach to changing priorities.
- Excellent presentation skills.
- Curious mind with an attention to detail.

Language Skills:

- Excellent written and Spoken English is essential. Arabic language is an added advantage.

Years of Experience:

- Minimum 5 to 10 years of experience in Accounting and Finance with a reputed organization.

Nature of Experience:

- Prior Kuwait or GCC real-estate, treasury operations experience is an added advantage.

SECTION IV: KEY INTERACTIONS

Key internal contacts and Purpose of interaction:

Managing Partner:

- Clarification updates about tasks and projects assigned.
- Discussions based on reports submitted periodically.
- Feedback based on the financial information about proposed investments.
- Discussion of planned changes in policies and procedures of the department.
- Discussion based on financials of group companies' pre-and post-audits.
- Suggestions to enhance operational efficiency and profitability of group companies.

Function Heads:

- Interact with functional heads as and when required to carry out the job responsibilities.

Key external contacts and Purpose of interaction:

Banks

- Account related information, new facilities, etc.

Auditors

- Annual audits of finances

HOW

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